

## Application To Pay Filing Fees In Installments

This procedure explains how to electronically file an Application to Pay Filing Fees in installments. The debtor(s) must certify in the Declaration Re: Electronic Filing that he/she understands that the case may be dismissed if the filing fee isn't paid.

**STEP 1** Click the **Bankruptcy** hyperlink on the ECF Main Menu. (See Figure 1.)

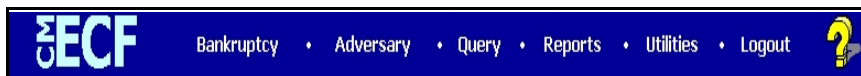


Figure 1

**STEP 2** The **BANKRUPTCY EVENTS** screen displays.

- ☐ Click **Motions/Applications**.

**STEP 3** The **CASE NUMBER** screen displays.

- ☐ Enter the correct case number (YY-NNNNN) including the hyphen.
- ☐ Click **[Next]**.

**STEP 4** The **MOTION DOCUMENT SELECTION** screen displays.

- ☐ Scroll to display the **Pay Filing Fees in Installments** and click on the event to select it.
- ☐ Click **[Next]**.

**STEP 5** The **PARTY/FILER** screen displays.

- ☐ Select the **Debtor(s)** from the pick-list.
- ☐ Click the **[Next]** button.

**STEP 6** The **PDF DOCUMENT SELECTION** screen displays.

- ☐ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path name for the document being filed.
- ☐ To verify that this is the appropriate document, highlight the document name.
  - ▶ Right click with your mouse.
  - ▶ Select **open** to view the imaged document.
  - ▶ Click **X** in the upper-right corner to exit the image.
  - ▶ If correct, double-click the PDF file to select it.
- ☐ Unless you have a separate PDF file to attach (scanned exhibits, etc.) leave the **No** radio button to the right of the **Attachments to Document:** prompt selected. (If you select **Yes** then go to the section on Motions/Applications for a step by step procedure.)
- ☐ Click the [**Next**] button.

**STEP 7** The **RECEIPT SCREEN** is displayed.

- ☐ Leave the receipt field **BLANK** if paying by a credit card. For any other type of payment type "**Other**". Payments other than credit cards are to be either mailed to the Clerk of Court not later than the next business day or hand delivered to the Clerk of Court not later than the second business day after the electronic filing.
- ☐ Click the [**Next**] button.

**STEP 8** The **MODIFY DOCKET TEXT** screen appears.

- ☐ The second white text box allows the user to expand the docket entry, if appropriate.
- ☐ Click [**Next**].

**STEP 9** The **FINAL DOCKET TEXT** screen appears.

- ☐ The debtor appears as the filer of this application. The filing attorney representing the debtor will display in parentheses.
- ☐ Verify the final docket text. Read the warning message and proceed. This is your final opportunity to make changes.

- ☐ If correct, click **[Next]**.
- ☐ If the final docket text is incorrect:
  - ▶ Click the browser **[Back]** button to find the errors(s) and proceed with the event.
  - ▶ To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **Menu Bar**.

**STEP 10** The **ELECTRONIC PAYMENT WINDOW** screen displays (Only If You Are Paying By Credit Card and The Receipt Field Was Left Blank).

- ▶ Click **[Pay Now]** to pay by credit card at this time or click **[Continue Filing]**. You may choose "Continue Filing" and pay one time for all of the fees you have incurred for that day. You will be prompted after each filing to pay any outstanding fees. You **MUST** make the credit card payments on the day the fee was incurred.
- ▶ If you choose "Pay Now" then you select the credit card type, type in the credit card number, select the credit card expiration date and then click **[Submit Payment]**.
- ▶ The credit card will then be processed and when approved you will get a transaction receipt number. (NOTE - Internet Explorer will allow you to print that window BUT Netscape will not. You may obtain a history of your credit card payments under "Utilities" and "Internet Payment History".)

**STEP 11** The **NOTICE OF ELECTRONIC FILING** screen displays.

- ☐ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. The notice will also indicate the parties that have or have not been electronically served with the filing.
- ☐ The **Case Number** hyperlink will display the docket report for this case.
- ☐ The **Document Number** hyperlink will display the PDF image of the application just filed.
- ☐ To print a copy of this notice, click the browser **[Print]** icon or click **[File]** on the browser menu bar and select **Print**.
- ☐ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.

- ▶ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.
- **NOTE:** You **MUST** enter your PACER login and password to view any documents or reports or perform any queries.